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Class Specifications  
for the Class:

TELECOMMUNICATIONS PLANNER

Distinguishing Characteristics:

This class reflects primary responsibility for the preparation of specialized, non-engineering plans and procedures to accommodate the present and future telecommunication needs of State agencies. Work assignments range from the study of specific problems which can be resolved by the application of standard guides to projects of major scope requiring extension and adaptation of general policies and procedures. Plans often involve a major aspect in the development and implementation of new telecommunications services or result in substantial modification of existing facilities, systems or operating methods and procedures. Assignments require frequent coordination with representatives of State agencies, consultants and contractors in assessing the needs and desired quality of services. A position in this class is engaged in varied tasks and studies which require basic understanding of operational and performance characteristics and capabilities of the transmission media and telecommunication equipment used or being considered, and traffic analysis techniques.

The work is performed under general supervision and assignments are reviewed for conformance with the objectives and administrative policies of the telecommunications program.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

Conducts studies and prepares and maintains major telecommunications action plans such as the telecommunication program's transmission plan, terminal plans, technical control plans, etc.; conducts studies on present and future State telecommunication needs and feasibility studies on the types of systems necessary; prepares acquisition procedures, feasibility studies, and operating manuals on various telecommunications systems for departmental telecommunications coordinators; develops equipment operating, traffic handling, and reporting procedures; adapts existing guides to meet peculiar operating situations; develops guides and controls for a network or system of telecommunications programs; develops new or revised operating procedures designed to effect cost savings; provides advice and assistance to operating agencies on such matters as determining space requirements and most efficient layout for communications equipment in conjunction with expansion or relocation of facilities; collects and uses traffic analysis data and various operational reports to isolate problem areas and prepares analysis of the effectiveness of current

practices and procedures; prepares reports recommending approval or disapproval of requests of telecommunications equipment by State agencies; prepares and maintains plans for an effective management information system (telecommunications billing, traffic analysis, etc.); develops a telecommunications training plan to train and retrain telecommunications users and operators on equipment use and capabilities; reviews, analyzes and keeps current on telecommunications innovations and technology as well as on pertinent legislation, Federal Communications Commission's rules and regulations and Public Utilities Commission's filings to ascertain effects on the State Telecommunications Program; reviews and evaluates plans and procedures of telecommunications systems proposed by consultants; prepares cost estimates of projected studies for the branch for budget preparation purposes and revises estimates and prepares additional budget data for biennial and supplemental budget submittals; and may supervise the work of others.

Knowledge and Abilities Required:


Knowledge of: Telecommunications terminology and equipment, and components and attachments associated with communications equipment; communications principles, practices, concepts, processes, methodology and analytical techniques; types of communications systems (e.g., telephone, teletype, radio, etc.); capabilities and limitations of various types of communications equipment and transmission media; traffic analysis techniques; general research sources and sources of telecommunications information; research and statistical methods and techniques used in telecommunications planning; and report writing.

Ability to: Conduct telecommunications planning studies and projects, understand and apply statistical concepts, methods and techniques used in telecommunications planning; understand telecommunications terms and equipment function; gather, correlate, analyze and summarize a variety of technical data, develop sound conclusions and devise solutions to problems; analyze the effect of proposals or decisions and their impact on related processes and procedures; maintain effective working relationship with others; assign and review the work of others; and speak and write effectively.

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This is an amendment to the class specification for the class  
TELECOMMUNICATIONS PLANNER which was approved on October 12, 1983.

DATE APPROVED: JAN 10 2011

  
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Development